SUPPLEMENTAL JOB DESCRIPTION

Classification: Systems Development Specialist V   Function Code: 8998-003

Position Title: Systems Development Specialist V   Date Established: 8/15/88

Position Number: 10205   Date of Last Amendment: 9/11/08

SCOPE OF WORK: Participates in the development and maintenance of data processing applications by performing complex to highly complex systems analysis duties, and some programming.

ACCOUNTABILITIES:

- Designs computer application systems and, when necessary, recommends computer hardware, software and contractual services.

- Participates in the development and implementation of computer application systems with primary emphasis on systems analysis functions.

- Interviews end users to determine detail requirements for the development of new application systems and/or the modification of existing applications.

- Prepares and presents general and detailed application system designs for end user approval.

- Writes detailed/general specifications for complex to highly complex systems applications.

- Creates and maintains systems and operations documentation.

- Prepares end user documentation and conducts training to effect smooth implementation.

- Prepares application system test plans, coordinates the preparation of system test data and testing, and reviews results with end users to effect smooth implementation.

- Performs problem determination and recommends and implements resolutions.

- Represents the Division and end users, when necessary, in dealing with contractors to insure compliance with data-processing contract.

- Develops time and cost estimates for analysis functions.

- Prepares RFPs for hardware, software and services and evaluates responses to support the efforts of the division.

- Monitors and reports project status in order to keep management advised.

- Works on the development of division/bureau technical systems analysis standards and procedures.

- Assists in the development of less experienced staff members.

MINIMUM QUALIFICATIONS: See class specification for appropriate minimum qualifications.

License/Certification: Must be eligible to hold a valid New Hampshire driver's license and have access to transportation for use in statewide travel.

SPECIAL QUALIFICATIONS: Experience in data warehouse application development. At least two years of programming or data warehouse experience (Microsoft SQL Server preferred) and query based report development.

DISCLAIMER STATEMENT: The supplemental job description lists the essential functions of the position and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

I have reviewed the content of this supplemental job description with my supervisor.

Employee's Signature	Date Reviewed

Supervisor's Name and Title: Linda Socha, IT Manager IV, Position #12956

I have discussed the work responsibilities outlined by this supplemental job description with the above employee.

Supervisor's Signature	Date Reviewed

Division of Personnel	Date Approved